

**SAFETY POLICY OF THE LIONS CLUB OF RINGWOOD & FORDINGBRIDGE, MULTIPLE DISTRICT
105 OF THE INTERNATIONAL ASSOCIATION OF LIONS CLUBS.**

This policy document establishes the Policy, Organization and Arrangements for the effective management of health and safety for the Club's Activities.

1.0 Policy Statement.

- 1.1** The President and Directors of the Club recognize that a positive approach to health and safety is a fundamental part of effective and efficient management.
- 1.2** The Club is therefore committed to:
- Its responsibilities, to assess and manage the risks to its members, whilst engaged in authorized Club activities.
 - To provide information, instruction and supervision, to ensure members are competent to do their tasks, and to give them adequate training when necessary.
 - To consult with members, on matters affecting their health and safety.
- 1.3** To assess and manage the risks to all who participate in the Business and Service activities carried out by the Club, including Lions Club Members and Members of the General Public.
- 1.4** Our Safety Management strategy is based on a process of continuous improvement, on documented procedures and processes that are applied in conjunction with relevant legislation and best practice.
- 1.5** It is the policy of the Club to apply and observe, a reasonable Duty of Care with respect to its members, families, volunteer helpers, contractors, visitors and members of the general public, ensuring that all reasonable and practicable steps have been taken to protect their health, safety and welfare, whilst working at, or attending any function or event organized by the Club
- 1.6** The Club President and all Members are required to ensure that adequate standards of health and safety are factored into the planning, preparation and execution of all activities. All hazards and risks associated with the activity are effectively managed, to ensure as far as reasonably practicable the safety of all who participate, or may be affected by the activity.
- 1.7** This Health and Safety Policy will be reviewed and updated on an annual basis or sooner in the light of changes in legislation or substantial changes are made to the organization and arrangements before that date.

Signed: Barrie Richardson.
President
Lions Club of Ringwood & Fordingbridge.

Date: 20th August 2012.

2.0 The Organization for the Implementation of the Health and Safety Policy of the Lions Club of Ringwood & Fordingbridge.

2.1 President and Directors.

The overall responsibility for the implementation of health and safety standards within the Club as set out in the Multiple District Safety Policy is vested in the President and Directors.

2.2 Club Safety Officer/ Adviser.

In order to assist Club Directors and Officers in discharging their health and safety responsibilities, the Club shall appoint a Club Safety Officer/ Adviser in accordance with International and Multiple District Arrangements for all Lions Clubs, Lioness Clubs and Leo Clubs.

The Club Safety Officer/ Adviser shall provide or obtain competent health and safety advice, and ensure that the obligations and duties as specified in the Multiple District Safety Policy are carried out. Further guidance on the role of the Club Safety Officer/ Adviser is provided in the document "Road to safety."

2.3 Council of Governors.

The overall responsibility for the implementation of health and safety standards within the Multiple District is vested in the Council of Governors

2.4 Multiple District and District Safety Officers/ Advisers.

The Multiple District and District Safety Officers/ Advisers assist the District Governor in the implementation of the Safety Management System and provide or obtain competent health and safety advice to Clubs and other District Officers as required.

2.5 Multiple District and District Insurance Advisers.

The Multiple District and District Insurance Advisers advise both District Officers and Clubs on Insurance matters as and when required.

2.6 Multiple District Legal Adviser.

The Multiple District Legal Adviser will advise the Multiple District, Districts and Clubs on legal matters as and when required

2.7 Shared Cooperation with other Lions Clubs.

When we cooperate on a shared basis with other Lions Clubs the health and safety responsibilities are also shared. It is therefore imperative that these shared responsibilities are fully agreed and documented.

2.8 All Lions.

Every Lion has a duty to look after themselves and others who may be affected by their actions. When carrying out their Lions activities, they should cooperate with their fellow Lions to provide the necessary standards of health and safety. Any shortfalls or defects in any equipment or systems should be brought to the attention of the Club Safety Officer or the Club President for rectification as a matter of urgency

3.0 Arrangements and Procedures for implementing the Health and Safety Policy of the Lions Club of Ringwood and Fordingbridge.

3.1 Health and Safety Guidance "Road to Safety".

A copy of this advisory guidance is available on the Multiple District Web site. The document will be kept up to date to take account of changes in legislation and any relevant codes of practice.

3.2 Insurance.

All Club Directors and Safety Officers/ Advisers should be aware of the requirements for Club activities to be covered by adequate insurance. Reference should be made to the Insurance Provisions made within the Multiple District Directory of Clubs.

Multiple District, District and Club Safety Officers/ Advisers are insured for Professional Indemnity however, due care should be taken when providing safety advice.

3.3 Fire Precautions.

Significant changes in legislation regarding the responsibilities for Fire Precautions are now in force. In general a fire risk assessment is required for every building except a domestic house. Fire Certificates are no longer valid. The organizers of any event or activity must ensure that, adequate fire precautions have been made and are robust. It is the responsibility of the owner or manager of a building, to carry out the fire risk assessment, not the Lions Club. Further guidance can be found in "The Road to Safety" document.

3.4 First Aid Provisions.

The provision of First Aid cover must be assessed for every event or activity carried out within the Club. In general there is a requirement to provide cover, dependant on the activities and risks involved.

The First Aid assessment should be carried out at the planning stage of any event and could require as little as the details of the nearest Emergency Hospital and how to obtain medical attention in the event of an accident, through to a need for a trained First Aider or team of First Aiders to be on duty.

3.5 Food Hygiene.

All activities involving the provision of food and drink should be assessed to ensure that the requirements of any local Environmental Health and Food Hygiene Regulations are adhered to

3.6 Activities involving Children, the Young and Vulnerable People.

Special attention must be given to activities involving children, the young and vulnerable people. Care must be taken to ensure compliance with current legislation. Additional Guidance is provided in "The Road To Safety" document.

3.7 Risk Assessments for Club Events.

Suitable and sufficient Risk Assessments, together with the appropriate control measures, must be carried out and documented for all Club events.

Assessments should be carried out at the planning stage of the activities and amended as necessary. These assessments should be held, signed off and dated by the appointed Club Safety Officer/ Adviser or other responsible person.